

Report for Week Ending 1 February 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects

25X1A9a

4-85 - Information Report Study

FOIAb3b

25X1A8a a. Agreement has been reached with [REDACTED] and WH to field test the combined record copy/offset master set, Forms 1b and 1c, initially in [REDACTED].
FOIAb3b New Supplies of these forms are being ordered and eventually their use will be expanded to include all [REDACTED]. This will eliminate a tremendous amount of reports rewriting and retyping in WH.

25X1A8a b. Form 1, Information Report (the headquarters offset master) is being revised to reduce the overall mat size from 10" X 15½" to 8" X 14". Slot punched ends are also being eliminated, which will permit press clamps to be used, speeding up operations. These mats will primarily be used on the new A & M Systems Presses which are now being installed in Printing and Reproduction Plant #2 in K Building.

c. [REDACTED] and the Cable Secretariat are now in full accord on forms and procedures for use in the Teletype Dissemination of Information Reports. Three forms 1K, 1K-1 and 1K-2 have been devised and will be ordered in the near future. These forms will be specialty-type sets consisting of a hecto master and 3 record copies. Final changes to printers copy are now being obtained from the [REDACTED].

4-95 - Forms Management Handbook (Rice)

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No change - Project is 10% complete.

4-103 - Preparation of Final-type Forms Copy by FMB (Rice)

No change - Project is 12% complete.

Pending Actions

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DD/I Area

25X1A9a 1. Batch System Study [REDACTED] - An interim verbal report of the results of a complete chemical analysis of six sample groups of mats has been obtained from [REDACTED].
25X1A6a They tentatively indicate that past spotty results may have been caused by a [REDACTED] 25X1A8a deficiency of clay filler in the paper base stock, an inadequate amount of formaldehyde or other hardening agent in the chemicals used in the final coating process, or the possible combination of both of these factors. We feel that these are significant points and are continuing the tests and analysis. The manufacturer, the OPI and Mr. [REDACTED] (LO/PD) have all been notified of these findings.

25X1A9a 2. Inter-Agency Library Loan Form [REDACTED] - The revised form as tentatively drafted by a working group of AHIP was presented 1/30 to the members of AHIP at their regularly scheduled January meeting. This revision is not completely acceptable to CIA and AHIP was so advised. Mr. [REDACTED] is now collaborating with Mr. [REDACTED] OCR
25X1A9a Library Circulation Branch in the development of an improved draft. When final 25X1A9a Mgmt/S - OCR accord is reached Mr. [REDACTED] will present the new draft to the AHIP Working Group for further consideration.

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DD/S Area

25X1A9a

1. Revised Printing Services Requisitions

- a. The revised form Form No. 70 (which will replace Form No. 36-2) has been completely redesigned and sent to Printing Services Division/LO for coordination. PSD has been asked to write instructions for the form - these are now in process.
- b. A new form (Form No. 70a) to supplement the Form 70, has been devised for the exclusive use of the Photographic Section of the [REDACTED] Plant. Our draft is now being coordinated at the plant and with C/PSD.

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- 25X1A9a 2. Control Center for Stocked Forms ([REDACTED] - LO/SD has informed us that a Control Center for Stocked Forms is being set up by Mr. [REDACTED] C/BSO in the R&S Building. The Center will serve as a staging area for all BSO's; control records of the perpetual inventory type will also be kept here. This will prevent spotty stocking by the BSOs, allow for shifting of stocks between areas and prevent overorders. This action is directly attributable to the new requirements resulting from the use of our new Form 30a and procedure (copies attached) which forced SD/LO to obtain complete figures re stocks on hand from all BSOs. Verbally we have repeatedly requested the installation of stock accounting methods for BSO stocks of forms for several years.

DD/S - DD/I Areas

25X1A9a 1. Standardization of Biographic Data Form (Name Check - Non-Priority) Form No. 38-48a.

[REDACTED] - This form is presently printed on an offset master and is antiquated in design. DD/I (OO/C) wishes to further improve and modernize their field procedures. To do this it is essential that this form be set up as a combination record copy/offset master set. Our proposal to improve the design of the form at this time has met with considerable opposition from the Security Office. [REDACTED] elements of

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- 25X1A9a [REDACTED] This project, preliminary meeting with Mr. [REDACTED] last week. A new meeting is scheduled with SO tomorrow which should finally resolve our differences and permit procurement of the OO/C revision of this form.

DD/I - DD/P Areas

25X1A9a 1. IAC -AHIP - WGIR

a. Contacts with WGIR members from State, Army, Navy and Air have been intensified. Sample copies of forms are being collected and intra-agency positions established. WGIR-Memo #1 listing WGIR members names and telephone extensions and inclosing proposed terms of reference was issued 17 Jan.

- 25X1A9a b. A memo was sent to Mr. [REDACTED] C/[REDACTED] urging that a previously proposed, later postponed meeting of DD/P - OO Reports officers to consider common terms of reference, procedures, etc. in connection with information reporting be held. This resulted in [REDACTED]'s decision to hold the meeting on 6 and 9 February and an invitation for me to attend the meeting.

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- 25X1A9a c. I attended the January meeting of AHIP on 30 Jan. and submitted the WGIR progress report. I later briefed [REDACTED] on 31 Jan. in greater detail concerning WGIR activities.

Completed Actions

DD/I Area

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1. ORR's Forms Management Notice - [REDACTED] ARO, ORR issued on 6 Jan. 56 an ORR Office Notice R3-56 on Forms Management. This excellent notice, (copy attached) the first issued by a DD/I component, defines responsibilities of Division, Branch and Staff Chiefs and the ORR Records Management officer. It also sets forth basic procedures for requesting new and revised forms and obtaining reprints.

- 25X1A9a 2. OCI/Adm - Log and Routing Slip, Form 71-6 (Reprint) [REDACTED] - Because of stock depletion and delay in delivery of Forms from a commercial manufacturer, Mr. [REDACTED] OCI/Adm, requested our assistance in preventing a work stoppage. Temporary changes were made in the form's construction specifications and arrangements were made for printing of a limited supply by the [REDACTED] Plant to meet this emergency.

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DD/P Area

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1. Job [REDACTED] A top priority request of [REDACTED] for the development, design, and procurement of seven sterile 6 and 7 part NCR Forms for special field use was satisfactorily fulfilled by the judicious use of voluntary overtime. This request was received at 10:15, 16 Jan.; forms were designed and coordination completed by 18:30, 18 Jan.; funds were allocated and the requisition signed by 9:00, 20 Jan.; and the entire job was turned over to the contractor at 11:00 on the 20th of Jan. An initial delivery of all forms is scheduled by 7 February.

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2. Technical Assistance [REDACTED] Assisted [REDACTED] in providing a solution to their problem of producing legible reproduced copies from 4th and 5th carbon copies of Top Secret documents by recommending use of a Secretary model Thermo-Fax. This resulted in loan of the Management Staff machine to [REDACTED] and its eventual replacement with a brand new machine procured by [REDACTED]

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DD/S Area

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1. Numerical Forms Listing [REDACTED] A new FBM listing of all forms used by the Agency as of 1 January 1956 has been obtained from MRD. Alphabetical and functional listings will be available later.

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2. Training - Record Research Record [REDACTED] Through personal contact and discussion with the customer Mr. [REDACTED] was able to convert this new form (544a) from a specialty type requiring outside commercial printing to a cut sheet that could be printed by the Agency. This saved approximately \$100.00 in printing and processing costs.

SUMMARY OF COMPLETED ACTIONS

SUMMARY OF COMPLETED ACTIONS						Date: 1 February 1956
Type	DD/I	DD/P	DD/S	Stocked	Total	Total Number of Copies
New	-	1	1	-	2	6,500
Revision	-	-	-	-	-	-
Reprint	2	1	5	10	18	527,700
Total	2	2	6	10	20	534,200

SUMMARY OF PENDING ACTIONS

SUMMARY OF PENDING ACTIONS						Date: 1 February 1956
Type	DD/I	DD/P	DD/S	Stocked	Total	
New	6	14	11	-	31	
Revision	2	1	6	4	13	
Reprint	-	1	-	40	41	
Total	8	16	17	44	85	

Backlog

The current backlog is 7 weeks.

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